



IDAHO DEPARTMENT OF
HEALTH & WELFARE

C. L. "BUTCH" OTTER – Governor
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November 27, 2007

Agency Contact
Agency
Address
City, State, Zip

You must sign and return the enclosed *Letter of Notation/ Declaration of Intent* no later than December 31, 2007 in order to receive your award amount. Disbursement will be made upon receipt of required documentation.

Dear XXX,

Congratulations! Your agency has been awarded **\$XXX** representing **57%** of your first priority course amount requested through the FY08 Training Grant program. Any other requested courses were not funded.

Requests from 58 agencies this year totaled \$123,503 for training expenses. The available amount is \$54,300 for the FY08 Training Grant program. The Emergency Medical Services Advisory Committee (EMSAC) grant subcommittee reviewed the applications against the available funds and recommended funding of eligible *Priority 1* course expenses at a maximum percent possible given available funds.

Enclosed are two sets of a *Letter of Notation/ Declaration of Intent* and related documents. If you intend to use the awarded funds you must sign and return one set to our office no later than **December 31, 2007**. Please note the specified deadlines carefully in order to receive your course funding.

Reimbursement of eligible expenses will be made to your agency up to the amount of your minimum award after submission of the enclosed "Course Invoice Accounting Record" and required documentation. Awarded courses held after June 1, 2007 are eligible for the FY08 grant cycle. If there are unused funds from other agencies not using their awards, you may receive additional funding up to the maximum amount of \$XXX at a later date.

We thank you for the opportunity to assist your agency with your training expenses. Please contact your EMS Bureau Regional Office if you have any question on this.

Sincerely,

Carolyn Thrasher
Program Specialist

cc: Regional Office